

RELEASE DATE

June 10, 2013

Nebraska Crime Commission



2013 BYRNE JUSTICE ASSISTANCE GRANT (JAG) APPLICATION KIT

**Applications are due in the Crime Commission
Office by 5:00 p.m. CDT on August 5, 2013.**

The application kit and instructions will be posted on our website
www.ncc.state.ne.us for you to download and save to your computer.

Please read thoroughly as this application includes new instructions.

If you have questions, contact:

Lisa Stamm
Chief, Grants Division
Nebraska Crime Commission
301 Centennial Mall South
P.O. Box 94946
Lincoln, Nebraska 68509
(402) 471-3687
Email: Lisa.Stamm@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352)

Please Read Thoroughly

All applications are due in the Crime Commission office by 5:00 p.m. (CDT) on August 5, 2013.

Faxed copies will NOT be accepted.

Applicant must submit all of the following below (Item #1 AND Item #2) by 5:00 p.m. (CDT) on August 5, 2013.

- 1. A PDF copy of the completed application emailed as an attachment to Teddy.Pika@nebraska.gov**
- 2. One original and 1 copy to the Crime Commission.**

Submit Applications to:

Mailing Address:

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission
5th Floor
State Office Building
301 Centennial Mall So.
Lincoln, NE 68509

If you require technical assistance in the development of your 2013 JAG application, please contact Lisa Stamm, by phone at 402-471-3687 or by email Lisa.Stamm@nebraska.gov.

ELIGIBILITY

To be eligible for Byrne Justice Assistance (JAG) funding, the applicant must be one of the following:

- A state agency;
- A unit of local government (i.e., city, county, town);
- An Indian tribal government which has its own law enforcement;
- A community-based or faith-based organization that is private and non-profit. .

Non-Profit and Community –Based Organizations

As permitted by the JAG program statute, JAG funds can be awarded to private non-profit neighborhood or community –based organizations in the below scenarios:

- Criminal justice projects that would benefit the entire state.
- A criminal justice project that will benefit a local jurisdiction.
- A private non-profit that is in partnership with a local law enforcement agency to provide criminal justice services to designated units of local government.

Non-profit and/or community based organizations wishing to apply for JAG funds must submit a waiver, as part of this application, indicating that the local jurisdiction recognizes the funds in question are set aside for local government use; believes the proposed project will provide a direct local benefit; and agrees that funding the project at the state level is in the best interests of the unit of local government. For questions pertaining to the required waiver please contact Lisa Stamm at 402-471-3687.

Office of Civil Rights

Pursuant to 28 C.F.R. Section 42.302, all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. All those programs that receive the funds or are subawarded funds via program agreements are required to conform to the grant program requirements. If there is a violation to this it may result in suspension or termination of funding, until such time as the recipient is in compliance.

EQUAL EMPLOYMENT OPPORTUNITY ASSURANCE OF COMPLIANCE CLAUSE

Compliance with the provisions of the following federal laws is required:

- Title VI of the Civil Rights Act of 1964
- Omnibus Crime Control and Safe Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973

- Title II of the Americans with Disabilities Act of 1990
- Age Discrimination Act of 1975
- Title IX of the Education Amendments of 1972

These statutes prohibit discrimination on the basis of race, color, national origin, religion, sex, age, or disability.

DUNS NUMBER

All applicants are required to include a DUNS (Data Universal Numbering System) number in their application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. Obtaining a DUNS number is a free, simple, one-time activity. To obtain a DUNS number or to see if the applicant agency already has a DUNS number, call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>.

CENTRAL CONTRACTOR REGISTRATION

JAG funding requires all applicants to be registered on the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. PLEASE NOTE: Applicants must update or renew their CCR registration at least once per year to maintain active status. Information about registration procedures can be accessed at <https://www.bpn.gov/ccr/default.aspx>.

FUNDING TO FAITH-BASED AND COMMUNITY ORGANIZATIONS

Consistent with Executive Order 13279, December 12, 2002 and 28 CFR Part 38, it is the Nebraska Crime Commission's policy that faith-based and community organizations that statutorily qualify as eligible applicants under BJA programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards as are other eligible applicants, and if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, or religious name. Faith-based and community organizations are required to abide by the same regulations and requirements specifically associated with the program under which they are awarded a grant, as any other agency awarded funding.

FEDERAL PURPOSE AREAS

The federal requirements allow projects to be funded under the following purpose areas:

Purpose Area	Description
1	Law Enforcement Programs
2	Planning, Evaluation & Technology
3	Prevention and Education Programs
4	Drug Treatment & Enforcement
5	Corrections/Community Corrections
6	Prosecution & Courts (including Indigent Defense)
7	Crime Victim and Witness Programs (other than compensation)

Evidence Based/Projects Funding Priority

Funding priority will be given to applicants who propose new initiatives in evidence/research based, data driven projects. OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by casual evidence, generally obtained through one or more outcome evaluations. Casual evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Casual evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of casual evidence based on the factors described above, will influence the degree to which the program or practice is considered to be evidence-based.

[CrimeSolutions.gov](http://www.crimesolutions.gov) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice.

Further information about the types of programs that fit these purpose areas can be found at the NCJA and BJA websites listed below.

RESOURCES FOR EVIDENCE BASED PRACTICES FOR ALL ARRA JAG PURPOSE AREAS:

- NCJA: <http://www.ncja.org/>
- BJA: <http://www.ojp.usdoj.gov/BJA/>
- NIC: <http://nicic.gov/>

- SAMHSA: <http://www.nrepp.samhsa.gov/find.asp>
- BJA-Law enforcement training: <http://bjatraining.ncjrs.gov/>
- NIJ criminal justice training:
<http://www.ojp.usdoj.gov/nij/training/welcome.htm>

Law Enforcement Programs:

Existing multi-jurisdictional task forces must have, at minimum, the following in place in order to be considered for continuation funding.

1. An established and active Governing Board/Advisory Board consisting of active task force participants that are responsible for the oversight of the operation of the task force and the grant. The board must meet at a minimum of bi-annually and recommended quarterly.
2. Can demonstrate use of evidence based practices.
3. Memorandums of Understanding (MOU) must be in place between all active participants of the task force and must be updated on an annual basis. At a minimum the MOU's must provide agreement on:
 - a. Operational policies and procedures
 - b. Sharing seized assets
 - c. Liability
 - d. Sharing and commitment of resources
 - e. Authority of Task force commander
 - f. Regular attendance at board meetings
 - g. Selection of task force members
4. The task force must have a task force commander/supervisor who is involved in and supervises day to day operations of the task force. This position continuously evaluates the effectiveness of the task force activities.
5. Active involvement (dedicated personnel) of more than one local and/or state agency. When possible, active coordination with federal agencies.
6. Current By-Laws and/or Policies and Procedures that govern the task force and have been agreed upon by the active participating task force members. Adherence with federal and/or state guidelines is required. At a minimum this should include: operations; confidentiality; training; confidential informants; buy funds; seizure funds and use of intelligence information (see federal statute 28-CFR23).

7. The task force must have a formal auditing process for funds used for buys and confidential informants.

RESTRICTIONS ON USE OF FUNDS

JAG funds shall not be used directly for security enhancements or equipment to nongovernmental entities that are not engaged in criminal justice or public safety. In addition, JAG funds shall not be used for vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters), luxury items, real estate, or construction projects.

MATCH REQUIREMENT

Please note that Match is **no** longer required for Byrne/JAG funds. However, it is encouraged for sustainability purposes.

NON-SUPPLANTING OF FUNDS

To supplant is to reduce the amount of state or local funds with Federal funds. Federal funds must be used to add to existing funds for project activities and not replace those funds appropriated for the same purpose. **Federal funds shall not be used to supplant, or replace, state or local funds in an agency's or organization's budget.**

Buy Money

The use and documentation of grant and/or matching funds for buy money **MUST** strictly follow established federal procedures. These funds will need to be continuously audited throughout the grant cycle.

Grant Commencement and Duration

Crime Commission Operating Instruction requires funded projects to be implemented and any required grant award revisions to be submitted to the Crime Commission within 30 days from the date listed on the Grant Award letter or other date specified by the grant administrator. If these requirements are not met, it shall constitute a failure to accept the grant award and the awarded funds shall be considered turn back funds. Grant periods will be for twelve months. If you are a continuous grantee, your new grant will not start until the current grant is ended. Upon special request a new and current grant can overlap by 30 days. Substantial justification must be provided for an extension or overlap of start and end date.

Grant Continuation Policy

Federal grants to Nebraska and the rule which govern their distribution are received on an annual basis. Therefore, although an effort will be made to continue the funding of projects of proven effectiveness, successful grant management and ability to abide by program guidelines, each program must stand on its own merit each year. No project will be guaranteed continuation funding due to this being a competitive grant process.

Letter of Commitment and Support

All letters of commitment and support are to be submitted as part of this application. Letters **submitted separately** from the application will not be considered.

Reporting Requirements

All federally funded programs must comply with all reporting, data collection and evaluation requirements as prescribed by the federal agency and the Nebraska Crime Commission. Compliance to the reporting requirements will be monitored.

On-Line Training

Each grantee that is a law enforcement task force will be required to take the identified training by the Bureau of Justice Assistance. The training will address key issues in a task force. The training must be completed and all certificates will need to be submitted to the Nebraska Crime Commission 60 days after the grant starts. More information will be available in the special conditions.

Grant Management Training

All applicants receiving funding for Project Directors and Fiscal Officers may be required to attend Grant Management Training. The date of the training will be announced in the award letter.

Application Format

- Be sure to delete the instructions within each section of the application.
- Applications are to be typewritten. **PLEASE NOTE:** The original copy **MUST** be stapled in the upper left hand corner **AND 2-holed punched at the top**. The application format and layout is to be exactly (word for word and design) as the Crime Commission's application.
- Include all letters of commitment and support with the submitted application. **Letters received separately will not be considered.** To save paper it is recommended the letters of support be reduced and copy two on each side of the page. Please limit letters of support to those directly affected by the project. Letters of commitment are to be from the agencies actively participating in the project.
- Applications are to be typed single spaced. Font size must be comparable in size to 12 point Times Roman or Courier
- Adhere to page limits listed for each section of the grant application.
- Budget figures are to be provided in round numbers, no cents. Please, check to be sure all budget pages are calculated correctly.
- The grant can be copied double sided.
- Number pages in the lower right hand corner
- Include the **Federal ID number** of the **applicant** on application. The applicant **MUST** be the agency that will receive, disburse and account for the grant and

matching funds.

- Do not include cover letters or appendix information.
- Do not put applications in folders.
- Any Budget pages that are **not** relevant to the project do **not** need to be submitted.
- Include all required forms.
- Signature of the authorized official is required on the:
 - Budget Summary Page
 - Certified Assurances and other required forms

Note: Signature of authorized official must be a representative of the county or the city applying for the funds, such as the Mayor, Chair of the County Board or City Council. A police department, sheriff's office or county attorney's office is **not** an eligible applicant. State agency applications are to have the agency Director's signature.

FUNDING PROCESS AND TENTATIVE TIMELINE

The Crime Commission will adhere to its operating instructions and conduct a staff review, followed by a review of the grants by the Crime Commission Board Grant Review Committee. They will meet to discuss each submitted grant application and make funding recommendations. Applicants will be notified of their recommendations in writing. Critiques and funding recommendations will be forwarded to the Crime Commission Board for final funding determination at the October 18, 2013 meeting. Applicants will be notified of the Crime Commission's final decision in writing.

APPROXIMATE GRANT REVIEW/AWARD SCHEDULE	
Staff Review Committee Meeting	September 4, 2013
Crime Commission Grant Review Committee Meeting	September 24, 2013
Letters mailed to applicants advising of Committees recommendations	September 26, 2013
Crime Commission meets to make final funding decisions	October 18, 2013
Letters mailed to applicants advising of Crime Commission's final funding decision	October 22, 2013

***Dates Subject to Change**

Grant Application Information

Answer questions 1-16

Budget Summary

Provide budget figures in round numbers, no cents. Please make sure to check all budget pages are calculated correctly and the Budget Summary page is signed by the Authorized Official.

CATEGORY A - PERSONNEL

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries may not exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries.** Write in the title or position of each employee who will be involved in the project, including new positions to be filled and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds will be requested for their position and their salaries will not be used as match, do not list them on the budget page, but **do** include such information in the Budget and Project Narrative. Include in the budget narrative if the position is new or existing. If the position is existing, but is a new request it will need to be indicated how this position was being funded prior to the request. Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.
Each line you will enter the subtotal of the amount of funds being requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use the current minimum hourly wage (cannot exceed \$9.00) times the number of hours of service to be contributed.
2. **Fringe Benefits.** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. Enter the total cost of benefits

being requested and being provided as matching funds in the appropriate columns for each position. Each line you will need to enter the amount of fringe requested and match fringe for each position. A lump sum of fringe benefits requested and provided as match funds will not be accepted.

3. **Total Personnel Budget.** Enter the total amount of funds being requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative.** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include the following for **each** position:
 - 1) Breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**; (including funding source for matching funds)
 - 2) Fringe benefits requested for each position;
 - 3) Explanation if each position is existing; new request for a position to fund existing position or new position for the program;
 - 4) Explanation if each position is full or part-time;
 - 5) Explanation of **how** each position is relevant to the project
 - 6) Description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.

*Also include positions for which funds are not being requested or are not used as matching funds but will be involved in the project. **Budget Narratives Are Required.***

5. **JOB DESCRIPTIONS.** A job description is required for each requested personnel position.

CATEGORY B - CONSULTANTS AND CONTRACTS

NOTE: If more than one consultant will be used for the project, please make copies of the budget sheet and complete one for each consultant.

1. **Purpose:** List the purpose for using a consultant or contractor, i.e. conduct study, facilitate support group, develop and/or present training, etc.

2. Type of Consultant: Check the box for the type of consultant to be used for the stated purpose.

3. Consultant Fees: Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour.

The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place. To breakdown the costs for the consultant please use the categories or fully explain what is all included in the \$450 per day cost. Lodging, meals and travel costs should be included in the daily rate, which would prohibit additional charges above the full daily rate.

4. Travel Expenses For The Consultant:

- (a) Mileage: List the cost for mileage. Enter the total cost in the "total" column. Enter the amount requested and the amount, which will be provided as match. Mileage rate is .565 cents/mile.
- (b) Air Fare: List the cost for airfare (coach or least expensive class). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (c) Meals: List the cost for meals. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match. Meal allowance for Omaha is \$56 [breakfast \$10, lunch \$15, dinner \$31]; the rest of Nebraska is \$41 [breakfast \$7, lunch \$11, dinner \$23]. Enter the total cost in the "total" column
- (d) Lodging: List the cost for lodging. Enter the amount requested and enter the amount provided as match. Enter the total cost in the "total" column. In-state lodging allowance is \$77 per night for all areas except Omaha, which is \$93 per night.
- (e) Other Costs: List other anticipated costs associated with the consultant. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (f) For out of state meal and lodging rates go to www.gsa.gov and click on per diem rates.

5. Total Cost: Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.

- 6. Budget Narrative:** A budget narrative is required if funds are being requested and/or if match funds are being provided. The narrative **MUST** include a breakdown of how the cost for each consultant was determined for both the funds being requested and the matching funds. The narrative **MUST** include the following for **each** position:
- 1) What services and/or what product the consultant will provide
 - 2) How the services, product or position relate to the project and the impact on the project
 - 3) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour=\$2,500) for JAG funds and matching funds;
 - 4) Explanation if each position is existing or new;
 - 5) Explanation if each position is full or part-time;
 - 6) Description of the duties of **each** position funded by JAG or match dollars. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded. **Remember to include a job description for each requested personnel position.****

CATEGORY C - TRAVEL EXPENSES

NOTE: If travel expenses are needed for more than one purpose, please make a copy of the budget sheet and complete one for each purpose.

1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)
2. Mark the travel as local, in-state, or out-of-state.
3. List the title of the person who will travel.
4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
 - (a) Mileage: Calculate the number of miles of annual travel and multiply by .565 cents to determine the total mileage cost. Enter the total cost in the "total" column, the amount requested and the amount of the total cost provided as match.
 - (b) Air Fare: List the destination and enter the anticipated total cost of the airfare in the "total" column. Enter the amount requested and the amount

provided as match. Airfare must be "coach" or least expensive class.

- (c) Meals: List the number of days meals will be paid and multiply by the allowable per diem rate. In-state meal allowance is \$7.00/ breakfast; \$11.00/lunch; \$23.00/dinner. Meal allowance for Omaha is \$10.00/breakfast; \$15.00 lunch, \$31.00 dinner. Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (d) Lodging: List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$77.00 per night (\$93.00 plus tax per night for Lincoln and Omaha). Contact the Crime Commission for out of state rates. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (e) Other: List other expenses, such as taxi, parking, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
- (f) For out of state meal and lodging per diem go to www.gsa.gov and click on per diem rates.

5. Calculate the total cost of the travel for each purpose.

Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.

6. Budget Narrative: For each purpose complete a budget narrative stating:

- 1) Position which will travel
- 2) Purpose of the travel
- 3) How this travel relates and is necessary to the project.

CATEGORY D - SUPPLIES AND OPERATING EXPENSES

1. **Supplies**. This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, (material which is expendable or consumed during the course of the project) and equipment items costing under \$300.

List items by major type (i.e. postage, forms, office supplies, training materials, etc.) along with the quantity, unit cost, and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "total" column. Enter the amount, if any, of the cost being requested and enter the amount of the cost, which will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

2. Operating Expenses. This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the total cost in the "total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "other" category.

At the bottom of section 2, enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. Total Supplies and Operating Expense Budget.

Enter the total costs for all supplies and operating expenses. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Also enter those totals on the "Budget Summary" page.

Budget Narrative. For all supplies and operating expenses requested, attach a budget narrative to:

- Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
- Describe current operating expenses and explain why the requested expenses are needed;
- Explain how the supplies and operating expenses relate to the project.

CATEGORY F - EQUIPMENT

Check grant programs for allowability and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide the breakdown of the costs by the amount requested, match and total costs in the appropriate columns. (Equipment items costing under \$300.00 should be included in Supplies.)

Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

Equipment purchases must be competitively bid. At least three bids should be solicited prior to procurement. Sole source procurement of equipment must be justified and have prior written approval of the PSGAO. Vendors who develop draft specifications, requirements, and/or requests for proposals for a proposed procurement shall not be eligible to bid on such procurement unless prior approval is granted by the PSGAO.

- 1. Program-Related** - Includes items such as communications equipment, VCR equipment, body wires, computer hardware/peripherals, etc.

The purchase of office furniture with Byrne/JAG funds is not allowable. However, purchase of computer workstation equipment is allowable.

Budget Narrative

- Attach a budget narrative if funds are requested or match is provided.
- Provide a breakdown of the cost basis for each piece of equipment.
- Explain how each piece of equipment is relevant to the project.

CATEGORY G - OTHER COSTS

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns.

Enter the total cost for "Other". Also enter these totals on the "Budget Summary" page.

Check grant program guidelines for allowability.

*Contact program administrator before using this section to make sure requested expenses will not "fit" in another category.

Budget Narrative

A budget narrative is required if funds are requested or if match is provided.

- Explain each item requested;
- Provide a breakdown of how the cost for each item was determined;

Provide an explanation of how each item is relevant to the project.

Problem Statement and Description of the Problem:

Provide your problem statement and a description of the problem that explains the impact of the problem and identify the factors that contribute to and/or cause the problem. Utilizing specific area statistics in this section to help support the identified factors is suggested.

The problem statement should be in narrative form and may include, but not necessarily be limited to, the following:

- a description of the geographic of the areas (s) affected;
- a description of the problem;
- documentation of the problem (statistical data);
- a description of the factors contributing to the problem and how they contribute to the problem;
- what or who the problem affects;
- under what circumstances the problem occurs;
- other efforts presently being made to assist in alleviating the problem (existing programs or services);
- an explanation of how the project will work and address the problem.

Where appropriate, the problem statement should include appropriate statistics, which document the problem (i.e. arrest rates, conviction rates, probation rates, incarceration rates, number of individuals receiving treatment, etc.). Demonstrate rates of increase or decrease in the problem by showing the percentage of change for a period covering at least two or more years. Document percentages of change with actual numbers (i.e., from 1990 to 1991, drug arrests increased 100%; 1991 - 100 arrests; 1992 - 200 arrests).

Statistical Documentation of the Problem:

Provide relevant statistics for the same time period for a 3 year period, which documents the problem stated above. Statistics should be presented in a readable table format. Site the source of all data. For continuation projects, program data should be included.

For those agencies that are not drug task forces, you will be required to identify specific objectives and performance measures to show the success of the grant. These should be indicated and reported under that statistically area of the grant application kit. These main points indicated to measure success will be need to be utilized during quarterly reports.

Current Efforts:

Explain the current efforts taking place in addressing the state problems, **including**

documentation of any evidence based practices that are currently in place.

Project Operation:

Clearly explain in detail how your proposed project will operate from beginning to end. Please make sure this section clearly addresses all problems identified and reflects the requests of the grant. **This section should detail any documentation and data of current evidence based practices.**

Activities and Timetable:

Provide a timeline for major program activities for reoccurring activities and those that are specific to a quarter. Be sure to identify, by position or agency, who will be responsible for each listed activity. Make sure the activities are reflective of the Project Operation.

Sustainability:

Submit your long term sustainability plan. This plan should detail your plan for long term sustainability of the project. If you do not have a current sustainability plan, one must be developed to be eligible for funding.

Continuation Information:

Please address all topics listed as thoroughly as possible.

Documents Required for Drug Task Forces:

Please send in all requested documents/forms that are listed

Letters of Commitment and Support

Be sure to attach current letters of commitment and support to your application.

Letters sent separately will not be considered.

Required forms

The required forms must be signed by the authorized official.